

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 153

Alexandria, VA

1 September 1999

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 September 1999 unless otherwise indicated.

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This change includes all material written in MAP Items 25-99(E), 30-99(E), 33-99(E), 40-99(E), 42-99(E), 44-99(E) and 45-99(E). Insert the attached pages and remove the corresponding pages. Remove page U4B-2-1. This cover page replaces the Change 152 cover page.

BRIEF OF REVISION

These are the major changes made by Change 153:

U3125-B4I; U4325-D4; T4030-F; T4060-B1c(6). Clarifies that the scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.

U3200; U3415; U4520; T4040. Aligns the reimbursable miscellaneous expense lists in the JFTR, JTR and Appendix O. Additionally, this item clarifies that travelers are authorized to use Government/Government-procured conveyances for travel in and around the TDY site provided that the use is limited to official purposes.

U4155. Revises by inserting quick reference tables for determining per diem entitlements while on TDY.

U5370-J1. Changes wording to entitle a member (with dependents) stationed in CONUS who is sentenced by a court martial, or who receives an administrative discharge under other than honorable conditions, to HHG transportation, instead of requiring authorization through the Secretarial Process. This matches HHG transportation to that of dependents' travel and transportation allowances in par. U5240-J which was revised.

U7100. Simplifies the language authorizing members on duty with certain flying units per diem while away from the PDS without the issuance of orders.

Appendix F. Lists Ulaanbaatar, Mongolia, as an area to which shipment of consumable goods is authorized.



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Appendix O, T4040-A1c. Increases the ability to authorize AEA for OCONUS lodging of over 300% under special or unusual circumstances for a uniformed traveler under Appendix O.

Appendix O. Adds NSA to the list of authorized users for Appendix O.

Appendix O, footnote [2]. Attaches a footnote to NSA in Appendix O to allow the commands that they process travel claims for or on their behalf to use Appendix O.

Various paragraphs; Appendix A; Appendix O. Eliminates confusion over the use of both proportional per diem rate and proportional meal rate by clarifying the correct term is proportional meal rate. Adopts the acronyms PMR for proportional meal rate and GMR for Government meal rate.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME I

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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U2146 TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION**A. TDY for Training Less Than 140 Days (20 Weeks)**

- ★ 1. General. Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled duration of the course is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under subpar. B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off in connection with a holiday. This reduces the 150 day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, June 17, 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

NOTE: A member's PCS orders to a course of instruction may not be changed to TDY orders after arrival at the new PDS, unless those orders were erroneously issued.

Effective 5 December 1997

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks. The Secretary concerned (without delegation) may authorize designated courses (excluding initial entry courses) scheduled for:

1. 20 or more weeks,
2. but not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS. The status (either TDY or PCS) of all members, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same (*Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.*). For courses attended by multiple Services, the Secretary concerned must obtain agreement from the other affected Service Secretaries before changing the course.

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a member's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See subpar. C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- g. obtained as an accommodations upgrade through the redemption of frequent traveler benefits (see par. U2010-B6).
- h. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.
- ★ i. travel is direct between authorized origin and destination points (one of which is OCONUS) which are separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. A rest stop (see par. U4325-D is prohibited when travel is authorized by premium-class accommodations.*

5. Documentation Requirements

- a. Orders. Travel orders authorizing premium-class accommodations should be annotated "(first/premium class or premium-class other than first-class) authorized by (cite reference)." When the travel orders do not authorize premium accommodations use, first/premium class or premium-class other than first-class service may be provided if the original order, and copies thereof, are annotated that "(first/premium class or premium-class other than first-class issued, only first/premium class or premium-class other than first-class available between authorized origin and destination points.)"
- b. Travel Voucher. Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. *In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.*

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Definition of U.S. For the purposes of this subpar., U.S. means the 50 states, District of Columbia, territories, and possessions of the U.S. (49 U.S.C. §40102).
2. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in subpar. 3, U.S. flag air carrier service is available if:
 - a. the carrier performs the commercial foreign air transportation required, and
 - b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,
 - (3) noncertificated air carrier service is more convenient for the service/traveler, or
 - (4) the only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629(1977)).
3. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.
 - a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
 - b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
 - c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
 - d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
 - e. Foreign air transportation is fully paid for directly, or later reimbursed by a foreign government, an international agency, or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
 - f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
 - g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

PART C: TRAVEL BY GOVERNMENT CONVEYANCE**★ U3200 GOVERNMENT CONVEYANCE USE ON TDY**

A. Limited to Official Purposes. Use of a Government conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

B. Reimbursable Expenses. Reimbursement is authorized for allowable expenses incurred in operating a Government conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When Government supplies or facilities are not available, examples of allowable expenses are:

1. gasoline and oil;
2. parking fees;
3. repairs;
4. ferry fares;
5. bridge, road or tunnel tolls;
6. trip insurance for travel in foreign countries (par. U4520, item 6);
7. guards; and
8. storage fees.

C. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When TDY travel is directed and performed by Government conveyance, allowable travel time shall be computed under par. U4310.

D. PCS Travel by Government Conveyance. See par. U5108-A.

U3210 AERO CLUB AIRCRAFT USE ON TDY

A. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When travel together by two or more travelers in Aero Club aircraft is authorized/approved, reimbursement to the operator (pilot) shall be the lesser of actual necessary expenses or the total commercial transportation costs to the Government for

the pilot and accompanying passengers. The accompanying passengers shall receive no payment for transportation in the Aero Club aircraft. Necessary expenses incurred include:

1. the hourly fee imposed by the Aero Club,
2. fuel charges if not reimbursable by the Aero Club, and
3. landing and tie-down fees (includes hangar in severe weather).

Authorization for travel by Aero Club aircraft must be in accordance with Service regulations.

B. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When travel orders do not direct travel by a specific transportation mode and the member travels by Aero Club aircraft, allowable travel time shall be the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

U3405 BASIC RULES

A. Reimbursement for Miscellaneous Expenses. A member may be reimbursed for miscellaneous expenses incurred for travel between two points which are a separate journey when mileage is not payable, even though the member begins or ends in a mileage status during the same calendar day. Members who are paid mileage for the entire journey may not be reimbursed regardless of the transportation mode.

B. Separate Journey. Under this Part, travel between any two of the following locations is a separate journey:

1. PDS,
2. TDY station,
3. POE,
4. POD,
5. last duty station,
6. HOR,
7. HOS,
8. PLEAD,
9. designated place,
10. vehicle processing point (origin & destination),
11. place of residence, and
12. a COT leave location.

U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/From Carrier Terminals. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. between place of residence, lodging, or place of duty at the PDS or TDY station and terminal, station, airport, or wharf of the commercial or Government transportation mode used;
2. between carrier terminals to change conveyance when free timely transfer is not provided; or
3. from carrier terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. between a carrier terminal and limousine service terminal.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a carrier terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the place of duty.

B. Tips. In addition to the usual fare, reimbursement is authorized for a tip (\$0.15 for fares of \$1 or less, or 15 percent of the fare increased to the next multiple of 5 cents).

C. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for fares plus tip from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging, and from the PDS to the residence on the day of return from the TDY.

U3415 SPECIAL CONVEYANCE USE

A. General. An order-issuing official may authorize/approve a special conveyance when advantageous to the Government. Travelers' personal preference or minor inconvenience shall not be the basis for authorizing/approving special conveyance use.

B. Selecting a Rental Vehicle. Generally, rental vehicles available under MTMC negotiated agreements should be selected and arrangements made through the CTO (see definition in Appendix A) or in-house travel office. When a rental vehicle is procured from another source, reimbursement shall be limited to the cost of a vehicle arranged for by the CTO or in-house travel office or the actual cost of the rental vehicle, whichever is less, provided the vehicle arranged for was available at the negotiated price. Rental vehicle information may be obtained from the CTO, in-house travel office or the Commander, MTMC, ATTN: MTOP-QQ, 5611 Columbia Pike, Falls Church, VA 22041-5080.

C. Reimbursement for Special Conveyance Use

1. Expenses Reimbursable. When a rental automobile or other special conveyance is authorized/approved, the rental or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, the receipt should include a list of these expenses. These expenses include:

- a. fuel and oil;
- b. parking;
- c. garage, hangar or boathouse rental;
- d. subsistence of operator;
- e. ferry fares;
- f. bridge, road and tunnel tolls;
- g. liability insurance required by the company furnishing the special conveyance as a rental condition (see subpar. 2, below, for insurance);
- h. optional extra collision hull insurance for rental aircraft; and
- i. traveler access fee (when charged).

2. Insurance on a Rented Automobile

- a. Cost of Insurance. The cost of buying collision insurance (e.g., Collision Damage Waiver

(CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

- (1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile outside the United States,* or
- (2) certain classified special operations are involved.

(*For the purpose of this paragraph the United States includes the 50 states, District of Columbia, Commonwealths of Puerto Rico and the Northern Mariana Islands, and United States territories and possessions).

b. Cost of Damage to Rented Automobile. A member may be reimbursed for personal funds paid to car rental agencies for damage sustained by a properly rented automobile that is damaged in the performance of official business. Direct payment in the full amount of the loss sustained may be made by the Government to car rental agencies instead of to the member. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is prohibited.

c. Documentation Supporting Damage Claims. Claims for reimbursement of payments made directly to car rental agencies for the cost of damage to rented should be appropriately documented with, at the minimum, statements and itemized bills from the member and the car rental agency (to ensure that the claim is valid, not yet settled, and in an amount compensable to the actual damages) and an accident report (to establish fault on the part of the party not employed by the Government and to enable the Government to recoup its loss when the negligence of that party can be established without costly investigation (B-162186, May 28, 1971)).

3. Receipts for Special Conveyances. See par. U2500-B.

D. To/From Carrier Terminals. Special conveyance use may be authorized/approved for travel to and from carrier terminals. Special conveyance use to, from, and between carrier terminals, other than local terminals, may be authorized/approved by the order-issuing official when neither public nor Government transportation between the points meets the requirements of the ordered travel.

E. Between Duty Stations. The order-issuing official may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use In and Around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

★ G. Limited to Official Purposes. Use of a special conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and

8. similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

A. To and From Carrier Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. between place of residence, lodging, or duty at the PDS or TDY station and terminal, station, airport, or wharf of the commercial or Government transportation mode used;
2. between carrier terminals to change conveyance when free/timely transfer is not provided; or
3. from carrier terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a carrier terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the duty site.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging and from the PDS to the member's residence on the day of return from TDY.

U3425 NOT USED

U3430 COURTESY TRANSPORTATION USE

A. General. Available courtesy transportation furnished without charge for travel between carrier terminal or duty site and a lodging facility should be used to the maximum extent possible.

B. Tips. A member who uses courtesy transportation may be reimbursed for tips up to \$1.00 to the driver for each one-way trip.

CHAPTER 4 TEMPORARY DUTY TRAVEL (TDY)

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PART B: PER DIEM ALLOWANCE

U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the day of departure from and for the day of return to the PDS, in which case a per diem is computed as prescribed in par. U4125-A. Per diem rates for location in CONUS are prescribed in Appendix D. Per diem rates for OCONUS locations are prescribed in Appendix B.

U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
4. delays for the purpose of qualifying for reduced travel fares (see par. U4325-F).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not entitled to per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time.
NOTE: A day used in a constructive travel computation for PCS mixed mode travel does not make that day a travel day (see par. U5160).

C. When PCS MALT PLUS Is Payable. A member is not entitled to per diem for any day that PCS MALT PLUS is payable.

D. Travel or TDY Within PDS Limits. Except as authorized in par. U4105-H, a member is not entitled to per diem for travel or TDY or performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. *Exception:* A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: A member departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY Within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par U3500-B, unless overnight lodging is

required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

F. Round Trips Within 12 Hours. A member is not entitled to per diem for TDY which is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not entitled to per diem except as noted in par. U4004. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

L. Field Duty. A member on field duty is not entitled to per diem except when the:

1. senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge, and/or Government meals at no charge for enlisted members, were not available during stated periods of the field duty;
2. member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure therefrom. If a member is required to retain unoccupied quarters at the location

where TDY was performed just before performing duty aboard a nongovernment foreign vessel, reimbursement for the cost of such quarters shall be made under par. U4510.

N. Member in Missing Status. A member is not entitled to per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection With Fitting Out or Conversion of a Vessel. When a member is assigned to TDY in connection with fitting out or conversion of a vessel, per diem is authorized during each fitting out or conversion period, including the day of ship commissioning or service craft placement in service, and day of ship decommissioning or service craft placement out of service. Authorization for per diem ends on the date the member's assignment is changed from TDY in connection with fitting out or conversion of a vessel to permanent duty aboard that vessel, even if that change is effected prior to the date of ship commissioning or service craft placement in service. In determining entitlement to per diem, par. U4102-M applies after a ship or service craft under construction is delivered to the Government.

B. Travel by U.S. or Foreign Government Vessel for 24 Hours or More

1. Member Not Charged for Meals. A member is not entitled to a per diem allowance when traveling aboard a U.S. or foreign government vessel when meals are furnished without charge, except on days of embarkation and debarkation if otherwise entitled thereto under subpar. C.

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government vessel, other than an oceangoing car ferry, of 24 hours or more as passengers (except those aboard for TDY or training) who are charged for meals shall be paid a per diem allowance equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

C. Travel, TDY Aboard Commercial Vessel or U.S. Government Vessel Totally Leased for Commercial Operation. Except for the day of arrival (day of embarkation) and the day of departure (day of debarkation), a member (including Coast Guard members performing inspection aboard U.S. merchant vessels) traveling on TDY aboard a U.S. Government vessel leased to and operated by a commercial company or a commercial vessel, other than an oceangoing car ferry, is entitled to a per diem allowance of \$6 per day. When the \$6 rate is not sufficient to meet the member's subsistence expenses, a per diem rate equal to the anticipated expenses may be authorized/approved. Such rate may not exceed \$25 and the order-issuing official should state in the orders the circumstances warranting the increased rate.

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in Appendix B, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in Appendix B, regardless of their OCONUS location and may be paid during periods which would otherwise be considered field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under Appendix B, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no redelegations.

E. Member Dies While in a TDY Status. When a member dies while in a TDY status, entitlement to per diem accrues through the date of death. Entitlement to reimbursement for transportation or a MALT accrues from the old station (or last TDY station) to the place of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY While on Leave

1. TDY at Leave Point. A member on leave away from the PDS who receives orders to perform TDY at the leave point is entitled to per diem for the TDY performed in compliance with the orders.

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2. TDY at Other Than Leave Point

- a. Authorized to Resume Leave Upon Completion of TDY. A member on leave away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station, and from the TDY station to the leave address. Per diem is payable for the period at the TDY station plus transportation, see paragraph U3100-B.
- b. Directed to Return to PDS Upon Completion of TDY. A member away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station and from the TDY station to the PDS. Per diem is payable for the period at the TDY station.
- c. Directed to Proceed to New PDS Upon Completion of TDY. A member is entitled to the travel and transportation allowances prescribed for PCS for travel performed from the old PDS to the leave address or to the place orders were received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS. The member is also entitled to the travel and transportation allowances prescribed for PCS for travel performed from the leave address or place of receipt of orders, as applicable, to the TDY station and from the TDY station to the new PDS. Per diem also is payable for the TDY directed at the TDY station.

G. Orders Canceled While Member En Route to TDY Station. If TDY orders are canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY Within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. For transportation entitlements see Chapter 3.

U4115 INTERNATIONAL DATELINE

In computing per diem allowances where the international dateline is involved, the computation is based on actual elapsed time.

Effective 1 October 1998

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

A. General. Per diem computed under this Part is based on the lodgings-plus system. The total amount may not exceed the applicable locality rate. The member is required to state on the voucher the lodging cost for each day in a travel status. Receipts are required for lodging, except that a statement instead of a receipt is accepted for the fee or service charge incurred for the use of Government quarters if authorized in regulations of the Secretary concerned. If receipts have been lost or destroyed or are impractical to obtain, a statement explaining the circumstances are furnished with the voucher, including the name and address of the lodging facility, the dates the lodging was obtained, whether others shared the room, and the cost incurred.

1. Lodging Expense. The amount allowed for lodging expense is the amount incurred or the maximum amount prescribed in Appendix B, or D for lodging for the locality concerned, whichever is less. Lodging cost incurred for the use of other than Government quarters for any day on which Government quarters were available is reimbursed as prescribed in par. U1045. *(NOTE: The maximum amount allowed for lodging in CONUS (see Appendix D) does not include an amount for lodging taxes. Taxes for lodging in CONUS are a separately reimbursable*

travel expense. The maximum amount allowed for lodging OCONUS (see Appendix B) includes an amount for lodging taxes. Lodging taxes for lodging OCONUS are not separately reimbursable.)

- a. Commercial Lodging. Except as provided for double occupancy in subpar. c, when a member uses commercial lodging facilities (for example, hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.
- b. Government Quarters. A fee or service charge paid for Government quarters is an allowable lodging expense.
- c. Double Occupancy. If a lodging receipt shows a charge for double occupancy, that fact is shown on the voucher with the name and organization or employing agency or office of the person sharing the room if the person is a uniformed member or Government employee on official travel. In this case, the member is allowed one-half of the double occupancy charge. If the person sharing the room is not another uniformed member or Government employee on official travel, identification of the person sharing the room is not required and the member may be allowed the single room rate. The member is required to provide the single room rate.
- d. Lodging With Friends or Relatives. If a member stays with friends or relatives while on TDY, no cost for lodging is allowed, whether or not any payment of lodging is made to the friend or relative.
- e. Lodging in Other Than Commercial Facilities. When no commercial lodging facilities are present (for example, in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (for example, world fairs or International Sporting Events), costs of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide an explanation of the circumstances which is acceptable to the order-issuing official or designated representative.
- f. Lodging Not Available at TDY Station. The locality per diem rate or the actual expense ceiling for the location where lodging is finally obtained is used for computation when a member performs TDY at a place where neither Government nor commercial quarters are available. ***NOTE: This subparagraph applies only when the per diem rate where lodging is procured is higher than the per diem rate for the TDY location. The higher rate must be authorized/approved by the order-issuing official.***
- g. Reimbursement for Costs of Renting or Using an Apartment, House, Mobile Home, Travel Trailer, or Recreational Vehicle While on TDY. A member on TDY who rents a furnished or unfurnished apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or who uses a privately owned mobile home, travel trailer, or recreational vehicle for quarters, may be authorized per diem computed under this paragraph. Subpar. d applies for lodging with friends or relatives. Allowable expenses which may be considered as a part of the actual lodging costs are listed below:
 - (1) rent of the apartment, house, mobile home, travel trailer or camping vehicle;
 - (2) rental charge for a parking space for a mobile home, travel trailer or camping vehicle;
 - (3) charges for rent of appropriate and necessary furniture, such as stoves, refrigerators, chairs, tables, beds, sofas, televisions and vacuum cleaners;
 - (4) cost of connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil and sewer charges;
 - (5) dumping fees;
 - (6) shower fees;

- (7) cost of maid fees and cleaning charges;
- (8) monthly telephone use fees (does not include installation charges and long distance calls--see par. U4505 for official communications); and
- (9) if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

h. Allowance for Cost of Lodging Under the Barter System for Public Health Service Members. Public Health Service members assigned to TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality rate. Vouchers are supported by receipts for the barter goods together with the member's certification that the barter goods were delivered to the householder in consideration of lodgings received.

i. Requirement for Dual Lodgings on Single Day. When a member is required by military necessity (not personal convenience) to procure or retain lodgings at more than one location on a calendar day, the lodging cost of the lodging used at or close to 2400 is the allowable lodging costs for the day. The other lodging cost incurred is reimbursable when approved by the order-issuing official (60 Comp. Gen. 630 (1981)).

j. Allowable Expenses When Residence Purchased and Used for Lodgings on TDY. When a member purchases and occupies a residence at a TDY point because of the TDY assignment, the following costs are the allowable lodging expenses (57 Comp. Gen. 147 (1977)):

- (1) monthly interest;
- (2) monthly property tax;
- (3) monthly utility cost actually incurred (does not include any installation and hook-up charges).

In determining the member's daily lodging cost, the allowable expenses are prorated on a 30-day month basis. In no case shall the total per diem payable exceed the applicable maximum locality rate for the area.

k. Lodging Cost for Quarters Jointly Occupied by Member and Dependents. Lodging cost for quarters jointly occupied by a member and dependents is apportioned 50 percent for the member and 50 percent for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C).

l. Lodging Obtained on Weekly or Monthly Rental Basis. When a member obtains lodging on a weekly or monthly rental basis, the daily lodging cost is computed by dividing the total lodging cost by the number of days the accommodations are actually occupied, provided the member acts prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting conventional lodgings at a daily rate. Otherwise, the daily lodgings cost shall be computed by dividing the number of days in the rental period (e.g., 7 or 30 days).

2. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

3. Per Diem Computation. Generally, per diem is based on the TDY location of the member at 2400; however, there are occasions when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, the lodging shall be claimed for the preceding calendar day and the maximum per diem

is determined as if the member had been at the lodging location at 2400 of the preceding day. If authorized travel requires more than 1 day and a stopover for the night is required, the maximum per diem is based on the stopover point. The M&IE rate is payable to the member without itemization of expenses and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes. The meal rate established by the order cannot be reduced after-the-fact except for a deductible meal (Government meals paid for by the traveler and consumed in a Government mess are not deductible meals, see par. U4125-A3g). However, order-issuing officials/schoolhouse commanders may amend the orders to direct an immediate or future meal rate change.

- ★ a. Day of Departure From and Day of Return to PDS. Seventy five percent (75%) of the appropriate M&IE rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)) is paid for the day of departure from the PDS and the day of return to the PDS in connection with TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR shall not apply. The M&IE rate for the day of departure and/or return to the PDS is the M&IE rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)) applicable to the last TDY station, except when return travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS. If authorized return travel to the PDS requires more than 1 day and additional stopovers are required, the maximum per diem is based on the additional stopover points. The per diem rate for the day of departure from the PDS is based on the member's location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the M&IE rate for the destination is the applicable rate.

★ b. Determination of M&IE Rate

(1) Full Days

(a) CONUS

1. applicable locality rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)),
2. the standard GMR for meals in a Government mess plus \$2 for incidental expenses. This rate applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. the use of a Government mess is directed,
 - c. the Government mess is available for all three meals on the U.S. installation to which the member is assigned TDY, and
 - d. the member is not traveling, or
3. the PMR plus \$2 for incidental expenses. The PMR applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. at least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and
 - c. the member is not traveling.

(b) OCONUS

1. applicable locality rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)), (use \$3.50 for the incidental expense rate instead of the incidental expense rate for the locality concerned when adequate Government quarters are available on the U.S. installation to which the member is assigned TDY), or
2. the standard GMR for meals in a Government mess plus \$3.50 for incidental expenses. This rate applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. the use of a Government mess is directed,
 - c. the Government mess is available for all three meals on the installation to which the member is assigned TDY, and
 - d. the member is not traveling.
3. the PMR plus the incidental expense rate. The PMR applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. at least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and
 - c. the member is not traveling.

NOTE: *The incidental expense rate OCONUS is the applicable rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)), or \$3.50 when the member is TDY to a U.S. installation and Government quarters are available. There are two exceptions:*

1. *The order-issuing official can determine \$3.50 to be adequate when the member is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel order.*
2. *The order-issuing official can determine that the \$3.50 is not adequate on a U.S. installation and authorize/approve the applicable locality incidental expense rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)). Payment of the locality incidental expense rate must be stated in the travel order.*

(2) If No Per Diem Entitlement at TDY Point. The M&IE rate payable on the day of arrival at, and departure from, the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the port of embarkation/debarkation M&IE rate applies.

(3) Schoolhouse Training (Formal Courses of Instruction). Orders to schoolhouse training must allow the schoolhouse commander to determine the appropriate meals rate. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to issuance of the order, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

c. Lodging. If lodging is required while on TDY or at a delay point, the lodging cost, not to exceed the lodging maximum prescribed for the TDY or delay location in Appendix B, or Appendix D, shall be added to the M&IE rate for that location to determine the per diem rate for the day, the total amount not to exceed the

per diem rate for the locality concerned. When lodging has been obtained in accordance with subpar. 1f, at a location other than the TDY location, the per diem rate for the lodging location applies.

d. TDY of More Than 12 Hours But Not Exceeding 24 Hours. Per diem under this subparagraph is determined by allowing 75% of the M&IE rate for the location of the TDY assignment prescribed in Appendix B, or Appendix D. If more than one location is involved and the member is not required to obtain lodging, the per diem allowance is calculated using the highest M&IE rate. If the member must obtain lodging, the rules for travel of more than 24 hours as prescribed above apply, no deduction for meals is made. Per diem is not authorized under this subparagraph when travel is performed in the local area

(1) Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, shall be 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations. Per diem is not authorized under this subparagraph when travel is performed in the local area.

(2) Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

e. Essential Unit Messing. When the Secretary concerned or, for a JTF, the CINC or JTF Commander determines that Government messing is essential to accomplish training and readiness, enlisted personnel receive meals without charge and officers pay the discounted meal rate. There is no entitlement to the meal portion of the M&IE allowance. The incidental expense rate is \$2 in CONUS, or the incidental rate in Appendix B, or \$3.50 OCONUS when the order-issuing authority determines \$3.50 to be adequate for anticipated expenses.

f. Use of Government Mess Under Special Circumstances. When a member on TDY uses a Government mess, the member is charged the full rate for each meal (charges for both food and related services) unless one of the following conditions exist:

- (1) field duty,
- (2) duty on a U.S. Government vessel,
- (3) members traveling together under orders directing no/limited reimbursement, or
- (4) essential unit messing.

When one of these conditions exists, an enlisted member receives meals without charge and an officer pays the discounted rate (charges for food only). Neither an enlisted member nor an officer is entitled to any reimbursement of meal expenses.

★ g. Deductible Meals. The PMR prescribed in subpars. U4125-A3b(1)(a)3 and (b)3 above applies on any day when one or two deductible meals are provided. A deductible meal is a meal:

- (1) made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
- (2) included in a registration fee ultimately paid by the Government;
- (3) furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
- (4) furnished by the Government at no cost to a member.

The following are not deductible meals:

- (1) box lunches, (which include such things as C Rations, K Rations, MRE's) - except when MRE's and/or other box lunches are the **only method** of providing adequate subsistence to members,
- (2) in-flight meals,
- (3) rations furnished by the Government on military aircraft,
- (4) Government meals paid for by the traveler and consumed in a Government mess,
- (5) meals furnished on commercial aircraft, or
- (6) meals provided by private individuals.

NOTE: If all three meals are provided/consumed at no cost to the member, only the incidental expenses for that day (\$2 in CONUS, or the applicable locality incidental expense rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)) or \$3.50 OCONUS) is payable.

h. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the order-issuing official authorizes/approves the member to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

NOTE: The GMRs in the following examples are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.

B. Examples of Computing Per Diem Allowances

NOTE: The maximum amount allowed for lodging in CONUS (see Appendix D) does not include an amount for lodging taxes. Taxes for lodging in CONUS are a separately reimbursable travel expense. The maximum amount allowed for lodging OCONUS (see Appendix B) includes an amount for lodging taxes. Lodging taxes for lodging OCONUS are not separately reimbursable.)

EXAMPLE 1

ITINERARY:				
10 May	Dep:	PDS	POC	
	Arr:	TDY Station		340 miles
11 May	TDY			
12 May		TDY		
13 May	Dep:	TDY Station	POC	
	Arr:	PDS		340 miles

Lodging cost \$62 per night. Per diem rate is \$87, lodging maximum is \$57 and M&IE rate is \$30. Government mess is not available at the TDY point.

REIMBURSEMENT:		
5/10	75% times \$30 = \$22.50 plus \$57 (\$62 limited to \$57)	\$79.50
5/11	\$30 plus \$57	87.00
5/12	\$30 plus \$57	87.00
5/13	75% times \$30	22.50
1 round trip of 680 miles x \$0.31		210.80
Total Reimbursement		\$486.80

EXAMPLE 2

ITINERARY:		
15 March	Dep:	Residence
	Arr:	Ft. Knox
16 March		TDY
17 March		TDY
18 March		TDY
19 March	Dep:	Ft. Knox
	Arr:	Residence

Lodging on post in Government quarters costs \$6 per night and a Government mess is available and the GMR is directed. The breakfast meal is not available on the 17th. (No Government mess deductions shall be made for the day of arrival and the day of departure). Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

REIMBURSEMENT:		
3/15	75% times \$26 = \$19.50 + \$6	\$25.50
3/16	\$10.00 plus \$6	16.00
3/17	(\$8.00 + \$24) (divided by 2) = \$16.00 + \$2 (incidental) = \$18 plus \$6	24.00
3/18	\$10.00 plus \$6	16.00
3/19	75% times \$26	19.50
Total		\$101.00

U4130 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General. A member who voluntarily returns to the PDS, or residence from which the member normally commutes daily to the PDS, during a TDY period for personal reasons is entitled to the lesser of:

1. per diem or AEA for the actual travel time (no per diem or AEA while at the PDS) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. per diem or AEA that would have been allowed had the member stayed at the TDY point.

No allowances are credited for any day the member was in a leave status.

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

★ **NOTE:** The GMR used in the following example(s) are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.

EXAMPLE 1

Member performed TDY. The member returned to the PDS during the intervening weekend.

ITINERARY:				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles

28 June		At PDS		
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June – 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost \$60 per night. Per diem rate is \$82, lodging maximum is \$52 and M&IE maximum is \$30. Government mess is not available at the TDY point.

REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52)	\$ 74.50
6/24	\$30 plus \$52	82.00
6/25	\$30 plus \$52	82.00
6/26	\$30 plus \$52	82.00
6/27	75% times \$30	22.50
6/29	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52)	74.50
6/30	\$30 plus \$52	82.00
7/1	\$30 plus \$52	82.00
7/2	\$30 plus \$52	82.00
7/3	75% times \$30	22.50
2 round trips of 650 miles = 1300 x \$0.31		<u>403.00</u>
Total		\$1089.00

Constructive Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited \$52)	\$74.50
6/24	\$30 plus \$52	82.00
6/25	\$30 plus \$52	82.00
6/26	\$30 plus \$52	82.00
6/27	\$30 plus \$52	82.00
6/28	\$30 plus \$52	82.00
6/29	\$30 plus \$52	82.00
6/30	\$30 plus \$52	82.00
7/1	\$30 plus \$52	82.00
7/2	\$30 plus \$52	82.00
7/3	75% times \$30	22.50
1 round trip of 650 miles = 650 x 0.31		<u>201.50</u>
Total		\$1036.50

In this example the member is due \$1,036.50 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

EXAMPLE 2

Member performed TDY with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July	TDY			
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging on post in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use directed. Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
7/9	75% times \$26 = \$19.50 plus \$6	\$ 25.50
7/10	\$10.00 plus \$6	16.00
7/11	75% times \$26 = \$19.50	19.50
7/13	75% times \$26 = \$19.50 plus \$6	25.50
7/14	\$10.00 plus \$6	16.00
7/15	\$10.00 plus \$6	16.00
7/16	75% times \$26	19.50
2 round trips of 370 miles = 740 x \$0.31		<u>229.40</u>
Total		\$367.40

Constructive Cost:		
7/9	75% times \$26 = \$19.50 plus \$6	\$ 25.50
7/10	\$10.00 plus \$6	16.00
7/11	\$10.00 plus \$6	16.00
7/12	\$10.00 plus \$6	16.00
7/13	\$10.00 plus \$6	16.00
7/14	\$10.00 plus \$6	16.00
7/15	\$10.00 plus \$6	16.00
7/16	75% times \$26 = \$19.50	19.50
1 round trip of 370 miles = 370 x \$0.31		<u>\$114.70</u>
Total		\$255.70

In this example the member is due \$255.70.

U4135 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN APPENDICES B OR D

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in this Volume when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be redelegated. In the absence of such an authorization, travel orders prescribing rates of per diem different from those prescribed in this Volume are without effect and the locality rates in Appendices B, or D, are used.

U4140 CHANGES IN PER DIEM RATES

A. General. It is the responsibility of the local commander to request changes in per diem rates when information indicates that the travel expenses involved in the area are inconsistent with the prescribed per diem rate.

B. Routine Changes. When circumstances warrant a change in the travel rates, a recommendation for appropriate change, with justification, shall be submitted to the PDTATAC per subpar. D for within CONUS or OCONUS, and Appendix M, par. H3, for OCONUS.

C. Emergency Changes. When combat action, United Nations police action, unusual military operations, or emergency circumstances warrant modification or deletion of per diem rates (and station allowance rates) in any particular foreign country, place or areas, the PDTATAC shall be notified by message of recommendations concerning modification, or deletion of the rates involved as warranted by the situation, and defining the area(s) to which they shall apply.

D. Data To Be Included in Requests. Requests shall include the following information and cost data:

1. lodging costs for a wide range of hotel/motel facilities within proximity of the TDY point location(s) (hotel/motel brochures shall suffice);
2. meal costs for breakfast, lunch, and dinner for several eating facilities in the area (restaurant menus are preferred, if available);
3. number of travelers and frequency of the travel to the particular area;
4. type or purpose of travel (inspections, conduct investigations or audits, visit to contractor facilities, training, administrative travel, for example, conferences or meetings, etc.);
5. name and location of activity visited Government and non-Government, also show other Federal activities located in or near the area that is requested to be changed in Appendices B or D, and
6. recommended boundary line (city, corporate limits, country, etc.) and maximum rate.

Reports should be addressed to:

Per Diem, Travel and Transportation Allowance Committee
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

and routed within each Service through the addresses listed in the Introduction under the heading "Feedback Reporting."

U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is entitled to the allowances prescribed in par. U4225-D.

Change 153
9/1/99

U4B-14

★U4155 QUICK REFERENCE TABLES -PER DIEM ENTITLEMENTS

The following tables are for reference purposes only. For applicable rules see pars. U4100 through U4150. See pars. U4125 and U4800 for allowances when JTF operations are involved.

Quick Reference - Per Diem Entitlements						
TDY Travel of More Than 24 Hours						
(1) Day of Departure from PDS						
Footnotes: See table # 4						
	a	b	c	d	E	f
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. <u>Traveler occupied Govt. quarters.</u>	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. <u>Traveler elected not to occupy available Govt. quarters.</u>	Traveled overnight – no lodging required	Overnight lodging required at a stopover en route to TDY	Arrived on same day as departed from PDS at TDY location where per diem at a lesser amount than rate prescribed for TDY location was authorized under par. U4135.
<u>Per Diem for Day of Departure from PDS⁶</u>	75% of M&IE Rate for TDY Locality ¹ plus lodging cost NTE maximum lodging prescribed for TDY locality. ^{2,5}	75% of M&IE rate for TDY locality ¹ plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality ¹ plus cost of lodgings occupied NTE cost of available Govt. quarters. (No reimbursement for lodging tax.)	75% of M&IE Rate for destination TDY Locality ¹	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. ^{2,5}	75 % of M&IE rate for TDY locality ¹ plus lodging ^{2,5} cost NTE maximum lodging prescribed for TDY locality. (Per diem rate authorized under par. U4135 applies to full days at TDY location.)

(2) Whole Days of Travel - CONUS

Footnotes: See table # 4

Abbreviations used: Govt. = Government GMR = Government meal rate

NTE = Not to exceed PMR = Proportional meal rate

	a	b	c	d	e	f
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. <u>Traveler occupied Govt. quarters.</u>	Each whole day at CONUS TDY locality (not on U.S. installation).	Each whole day at a CONUS TDY locality (on U.S. installation) - <u>traveler occupies Govt. quarters.</u>	Each whole day at a CONUS TDY locality (on U.S. installation) when <u>traveler elects not to occupy available Govt. quarters.</u>	Each whole day at CONUS locality where per diem in lesser amount than prescribed rate for TDY location was authorized under par. U4135.
<u>Per Diem for Whole Days of Travel</u> ⁶	M&IE applicable to CONUS TDY locality plus cost of lodging NTE maximum rate prescribed for TDY locality ² .	M&IE plus cost of Govt. quarters. M&IE may be at (1) rate prescribed for TDY locality, (2) PMR plus \$2 if directed in orders and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$2 when orders direct essential unit messing and 3 meals are available to the member. PMR plus \$2 applies if 3 meals are not available to the member. ¹	M&IE applicable to CONUS TDY locality plus cost of lodging NTE maximum rate prescribed for TDY locality ² (If directed in orders, M&IE is PMR plus \$2 when deductible meals are provided ⁷ - JFTR, par. U4125-A3g),	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus \$2, if directed in orders, (3) PMR plus \$2 if directed in orders, or (4) no amount for meals plus \$2 when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability) (see JFTR, par. U4125-A3b for determination of M&IE rate)).	M&IE plus cost of lodging not to exceed cost of Govt. quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus \$2, if directed in orders, (3) PMR plus \$2 if directed in orders, or (4) no amount for meals plus \$2 when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability) (see JFTR, par. U4125-A3b for determination of M&IE rate)).	Per diem at the rate authorized under par. U4135.

(3) Whole Days of Travel – OCONUS

Abbreviations used: Govt. = Government GMR = Government meal rate

Footnotes: See table # 4

NTE = Not to exceed PMR = Proportional meal rate

	a	b	c	d	e	f
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. <u>Traveler occupied Govt. quarters.</u>	Each whole day at OCONUS TDY locality (not on U.S. installation)	Each whole day at an OCONUS TDY locality (on U.S. installation). <u>Traveler occupied Govt. quarters.</u>	Each whole day at an OCONUS TDY locality (on U.S. installation) when <u>member elects not to occupy available Govt. quarters.</u>	Each whole day at OCONUS locality where per diem in lesser amount than prescribed rate for TDY location was authorized under par. U4135.
Per Diem for Whole Days of Travel⁶	M&IE ⁴ applicable to OCONUS TDY locality plus cost of lodging ⁵ NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, (2) PMR plus \$3.50 if directed in orders and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3.50 when orders direct essential unit messing and 3 meals are available to the member. PMR plus \$3.50 applies if 3 meals are not available to the member. ¹⁾	M&IE ⁴ applicable to OCONUS TDY locality plus cost of lodging ⁵ NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, (2) Standard GMR plus \$3.50 ³ , if directed in orders, (3) PMR plus \$3.50 ³ , if directed in orders, or (4) no amount for meals plus \$3.50 ³ when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability and par. U4125-A3b for applicable M&IE rate).	M&IE plus cost of lodging not to exceed cost of Govt. quarters ⁵ . (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus \$3.50 ³ , if directed in orders, (3) PMR plus \$3.50 ³ , if directed in orders, or (4) no amount for meals plus \$3.50 ³ when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability and par. U4125-A3b for applicable M&IE rate))	Per diem at the rate authorized under par. U4135.

(4) Day(s) of Return to PDS

Abbreviations used: Govt. = Government GMR = Government meal rate

NTE = Not to exceed PMR = Proportional meal rate

	a	b	c	d	
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On day of departure from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed TDY location where per diem in lesser amount than prescribed rate was authorized under par. U4135.
Per Diem for Day of Return to PDS⁶	75% of M&IE rate for last TDY locality. ¹	For day of departure from TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at PDS 75% of the M&IE rate for the TDY locality. ¹	For day of departure from TDY: M&IE plus lodging ^{2,5} cost NTE rate for stopover locality. For day of arrival at PDS: 75% of M&IE rate for stopover locality.	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the order-issuing official (see par. U4125-A3h).	75% of M&IE prescribed for the TDY locality.

Footnotes

1. GMRs/PMRs and the \$3.50 incidental rate do not apply on day of departure from or return to PDS or any day the member is traveling.
2. Lodging tax is separately reimbursed for lodging in CONUS because an amount is not included in the applicable CONUS maximum lodging amount for taxes.
3. The order-issuing official can determine that \$3.50 is not adequate on a U.S. installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on <http://www.dtic.mil/perdiem>. Payment of the incidental expense rate for the TDY locality must be stated in the travel orders.
4. For OCONUS travel the order-issuing official can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the member is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the orders.
5. Lodging tax is not separately reimbursable for lodging OCONUS because an amount is included in the applicable OCONUS Maximum lodging amount for taxes.
6. Cost of laundry/dry cleaning & pressing of clothing is not separately reimbursable.
7. On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL**U4300 GENERAL**

When orders direct travel by a specific mode of transportation on a "when available" basis but authorize another mode of transportation for the member's convenience at no additional expense to the Government, and the mode of travel directed is available but not used, per diem allowances or AEAs are payable for travel performed not to exceed the per diem or AEA which would have been payable if the directed mode of transportation had been used. When the directed mode of transportation is not available or the orders do not specify any mode of transportation, per diem or AEA is computed as though the mode of transportation used was directed, the total per diem or AEA payable not to exceed that payable for constructive travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the orders and is more economical to the Government. In determining constructive travel, the travel allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended.

U4305 ACTUAL TRAVEL TIME

When the travel time used by a member is less than the time considered allowable under this Part, the member's actual travel time is used for computation.

U4310 TRAVEL BY GOVERNMENT CONVEYANCE DIRECTED

When travel is directed and performed by Government conveyance (except auto) in connection with TDY, per diem or AEA is payable for the time needed to perform the travel directed. When travel is performed by Government automobile, per diem or AEA is payable for the time needed to perform the directed travel or for the travel time computed under par. U5160-B, whichever results in the lesser amount. When travel by available Government conveyance is directed, but travel is performed by some other mode of transportation, per diem or AEA is allowed for the travel time required via the mode of transportation used, not to exceed the amount which would have been payable for travel via the mode of Government transportation directed.

U4315 GOVERNMENT TRANSPORTATION REQUEST (GTR) USED

When a member uses a GTR, the allowable travel time is the actual time used, if the routing is over the usually traveled direct route and the factors for scheduling travel in par. U4325 are used to determine the itinerary.

U4320 COMMERCIAL TRANSPORTATION USED NOT BY GTR

When a member uses commercial transportation and par. U4310 or U4315 do not apply, the allowable travel time is the lesser of the member's actual travel time or a schedule in accordance with par. U4325.

U4325 SCHEDULING TRAVEL

A. Schedule. In determining a schedule, travel is by the scheduled transportation which most nearly coincides with the time of departure and arrival needed to carry out the mission and considering the provisions of this subparagraph. In selecting a schedule consideration is given to:

1. duty hours;
2. duty requirements;
3. availability of lodging at points of origin, destination or intermediate stops;
4. the need for onward transportation;

5. the member's comfort and well being; and
6. the member not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

B. Early Departure. When a member departs early to overcome a short interval between the scheduled time of arrival and the required reporting time at a duty station, the voucher includes a brief statement as to the reason for departing earlier than as scheduled under par. U4300.

C. Scheduled Early Arrival. When a member travels over a direct route by air to a TDY station, the departure may be scheduled to allow arrival at the TDY station 24 hours before the beginning of a work status without interruption of entitlement to per diem or AEA when:

1. the PDS and TDY stations are separated by four or more time zones;
2. at least one of the duty points is OCONUS; and
3. the itinerary does not involve any scheduled stopovers or planned delays in excess of 8 hours en route.

The time zones in which the point of origin and destination are located shall not be included in the four time zones separating the points of travel.

D. Travel During Normal Hours of Rest. If subpar. A cannot be followed, and there's a need for performance of duty immediately upon arrival, the order-issuing official may authorize/approve rest stops en route, or a rest period at the TDY location before reporting for duty if:

1. the traveler is not authorized premium class accommodations; and:
 2. it's necessary to schedule travel to begin at, near, or after the conclusion of the regularly scheduled hours of duty and the conditions and circumstances in the case so warrant; or
 3. the traveler is required to travel during normal sleeping hours; or
- ★ 4. the scheduled flight time including stopovers exceeds 14 hours. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.*

E. Rest Stops:

1. shall not exceed 24 hours,
2. should not exceed a reasonable period of rest plus delay needed to secure the earliest transportation to the authorized destination (transportation schedules or other conditions permitting), and
3. should be scheduled, to the maximum extent practicable, where free stopovers are permitted en route.

F. Use of Reduced Travel Fares. When, to qualify for reduced travel fares, a member elects to stay at a TDY station longer than required by the assignment and the action is authorized/approved by the member's commanding officer, per diem or AEA for the additional time may be paid if:

1. the additional cost of per diem or AEA is offset by the savings on the transportation, yielding an overall savings to the Government; and
2. the delay does not extend the time on TDY beyond the time when the member is required to be at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

U4330 TRAVEL BY POC

Transportation cost and travel time are computed in accordance with pars. U3305 and U3310.

U4335 TRAVEL BY SPECIAL CONVEYANCE

When the use of a special conveyance is authorized/approved, allowable travel time is the actual time needed to perform the travel, except travel by a vehicle is computed under par. U5160-B.

U4340 TRAVEL BY MIXED MODES

When travel is performed between any two points of a separate leg of a journey (par. U3405-B) partly by POC and partly by common carrier, the per diem or AEA is computed as in pars. U3305-C or U3310-C.

PART E: GOVERNMENT MESS USE/AVAILABILITY**U4400 GOVERNMENT MESS**

A. Mess Available. Government mess must be used to the maximum extent practicable by members quartered on-base.

B. Mess Not Available. A Government mess is not available:

1. when Government lodgings on the installation are not available to a member while on official travel (see par. U1045);
2. on travel days; or
3. when an order-issuing official determines:
 - a. the use of the mess adversely affects mission performance;
 - b. there's excessive distance between the mess and place of duty, and/or the mess and place of lodging;
 - c. transportation is not reasonably available between the mess and place of duty, and/or the mess and place of lodging; or
 - d. duty hours and mess operating hours are not compatible.

★ C. Travel Order/Voucher Documentation. Travel orders must direct the GMR or PMR if one of these rates is to apply. If one of these rates is directed, but during the trip the Government mess is not available, the member shall be reimbursed:

1. the locality M&IE meal rate if all three meals were not available; or
2. The PMR if one or two meals are not available,

as long as the authorizing official accepts the member's certification of non-availability.

NOTE: When orders, with the exception of those to schoolhouse training (see par. U4125-A3b(3)), do not direct the GMR or PMR, the locality M&IE rate shall be paid (see par. U4125-A3g for deductible meals).

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

U4505 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. Reimbursement may be authorized/approved by the order-issuing official. The order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

A. General. A member is entitled to reimbursement for meals and/or quarters as provided in subpar. B when the order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;
or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4002 (members traveling together under orders directing no/limited reimbursement travel);
2. par. U4102-D (within PDS limits only for members escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
6. par. U4102-J, K, and M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
8. par. U5108-D (transportation mode directed to first duty station upon enlistment, reenlistment or induction);

9. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;
10. par. U7025 (travel incident to application processing);
11. par. U7125-D (bedpatient or inpatient); or
12. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in Appendix B or D for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.

- ★ 2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

★ U4520 MISCELLANEOUS EXPENSES

Travelers are entitled to reimbursement for necessary travel-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

NOTE: *Taxes for OCONUS lodging are part of per diem/AEA and are not separately reimbursable;*

6. fees for:

- a. currency conversion; (**NOTE:** *Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));*
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does **not** include cashing checks/drafts **for salary**); and

- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));
- 7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
- 8. CTO service and processing fees;
- 9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters a ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this **does not include travel expenses** incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. U4505);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs (see par. U4125-A1i);
- 10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
- 11. tips for taxis and limousines;
- 12. transportation costs to and from the transportation terminal (see par. U3320, and Chapter 3, Part E);
- 13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fare to and from the terminal (see par. U3320);
- 14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
- 15. customary tips for handling **any baggage** at transportation terminals; and
- 16. similar travel related expenses (i.e., Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)

NOTE: The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense, and is not an incidental expense within CONUS per diem rates or within the AEA authorized/approved for CONUS travel. These costs are included as an incidental expense within OCONUS per diem rates and within the AEA authorized/approved for travel OCONUS.)

U4521 NOT USED

U4525 NOT USED

U4530 NOT USED

U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, the per diem is computed under par. U4125-A3g(2).

U4536 NOT USED

U4537 NOT USED

U4538 REIMBURSEMENT OF NONREFUNDABLE ROOM DEPOSIT

A. When Orders Are Amended, Modified, Canceled or Revoked. A nonrefundable advance room deposit may be reimbursed when the member's orders are amended, modified, canceled or revoked for reasons beyond the control of the member (59 Comp. Gen. 612 (1980); 60 id. 630 (1981)). Reimbursement shall not exceed the amount of per diem or AEA for the number of days covered by the nonrefundable deposit.

B. When Orders Are not Amended, Modified, Canceled or Revoked. A nonrefundable room deposit may be reimbursed when a member acts reasonably in obtaining TDY lodging, incurs a lodging cost, but is unable to occupy the lodging for reasons acceptable to the order-issuing authority (60 Comp. Gen. 630 (1981)). Reimbursement shall not exceed the amount of per diem or AEA authorized had the TDY assignment been completed.

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITH A JOINT TASK FORCE

U4800 DEFINITIONS

A. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the commander of a unified command, a specified command, or an existing joint task force (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms). For the purposes of this Chapter, the definition also includes Coast Guard.

B. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or JTF mission. These include, but are not limited to, UN and JTF peacekeeping, nation building, and humanitarian missions; and operations against an actual or potential enemy. (See Appendix A for a definition of Contingency Operations.)

C. Exercises. Those Service, CINC, or CJCS training military maneuvers or simulated wartime operations whose primary purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers which may or may not involve more than one Service. Members/units are placed in field duty.

D. TDY Options. The CINC or the JTF Commander determines the appropriate TDY option (which establishes the entitlement) after consultation with Service component commanders. The CINC or JTF commander must communicate this decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.. (**NOTE: JTF exercises must be field duty.**) The three TDY options (regular TDY, EUM, and field duty) are described below. This determination applies to all members temporarily assigned for operational deployment to a JTF performing duty under similar conditions within the same area of operations. For those members either (1) not located in the JTF area of operations but who are operating in a support capacity, or (2) are located in the JTF area of operations but are not part of the JTF, the Secretarial Process for each Service may direct a TDY option different than the one used for JTF members.

1. Regular TDY

a. Explanation. A member travels to one or more locations away from the PDS for the purpose of performing TDY ordinarily for less than 180 days (see par. U2145-B for exceptions and waiver authority to the 180 day limit). The member is reimbursed for lodging, meals and incidental expenses as indicated in par. U4125, or subpar. b.

★ b. JTF Temporary Dining Facilities. There are special meal per diem provisions for members when a JTF Temporary Dining Facility is set up to feed U.S. personnel deployed in support of the JTF mission. Members consuming meals at the JTF temporary dining facility pay the discount GMR for meals, and are reimbursed the discount GMR plus an incidental expense of either \$2.00 in CONUS or the applicable locality incidental rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)), or \$3.50 OCONUS when on a U.S. installation or the CINC or the JTF commander determines \$3.50 to be adequate. If the member's statement is accepted to support increased per diem for a missed meal at a JTF temporary dining facility, the member is entitled to the PMR (see par. U4125-A3b(1)(a) 3 and (b) 3) for that day. JTF members outside the AOR or en route to the AOR pay the full meal rate, and are reimbursed according to par. U4125.

★ c. Regular TDY Use. As a general rule, members on an operational deployment (see exceptions for exercises in subpar. 3 below) are on "regular" TDY.

2. Essential Unit Messing (EUM)

a. Explanation. EUM may be required in a command or organizational unit when it enhances operational readiness or the conduct of military operations or is necessary for the effective conduct of training. Designation of EUM is applied only to organizational units, operational elements, or detachments; not to individual service members. The member is provided Government quarters, and to maintain unit readiness, is required to use Government messing. The member is paid the incidental portion of the daily M&IE rate.

b. Use. EUM may be used for operational deployments when the circumstances described above apply.

3. Field Duty (Appendix A)

a. Explanation. During field duty the member is subsisted in a Government mess or with an organization drawing field rations, and the member is serving with troops on maneuvers, war games, field exercises, or similar types of operations. Members are furnished Government quarters or are quartered in accommodations ordinarily associated with field exercises. Everything ordinarily covered by per diem is furnished and no per diem is paid. Note that a competent official may place members, furnished quarters and subsistence obtained by contract, in a field duty status.

b. Use. Members participating in the events discussed above and furnished quarters and subsistence should be placed on field duty.

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Part H.

U5018 MEAL TICKETS

A. Issuance. Meal tickets may be issued only:

1. as specifically authorized in this Chapter (for PCS), in Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement) and in Chapter 7 (for persons in special categories), and
2. to members traveling together with no/limited reimbursement directed in the orders (see Chapter 4, Part A) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply see par. U1010-Be).

C. Value. The maximum rate per meal per member shall not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	\$ 6
Noon	\$ 6
Evening	\$ 16

U5020 ADVANCE OF FUNDS

Parts B, C, D, F, and G authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation and DLA (see par. U1010-B4).

Table

* OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES ¹										
Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Shipment Part D	NTS ² Part D	POV Shipment ³ Part E	POV Storage ²⁴ Part I	Mobile Home Shipment ⁴ Part F	DLA ⁵ Part G	TLE ⁶ Part H	TLA ⁷ Ch. 9, Part C
Travel to First PDS	yes	yes	yes	yes ⁸	no ^{9,10}	yes	yes	no	no	no ¹¹
PCS from CONUS to CONUS	yes	yes	yes	yes ⁸	no ¹⁰	no	yes	yes	yes	no
PCS to/from OCONUS	yes	yes	yes	yes	yes	yes	no ¹²	yes	yes	yes
PCS from OCONUS to OCONUS	yes	yes	yes	yes	yes	yes	no ¹²	yes	no	yes
PCS Involving Member Married to Member										
CONUS to CONUS	yes (each)	yes (each)	yes (each) ¹³	yes ⁸ (each)	no ¹⁰	no	yes ¹⁵	See par. U5630-E & Table U5G-1	yes (each)	no
To/from OCONUS	yes(each)	yes (each)	yes (each) ^{13,14}	yes (each)	yes (each)	yes	no ¹²		yes (each)	yes (each)
Separated Under Honorable Conditions ¹⁶										
Member completed 90% of 1 st term	yes	yes	yes	yes ¹⁸	no ¹⁹	no	yes	no	no	yes
Member did <u>not</u> complete 90% of 1 st term	yes ¹⁷	yes ¹⁷	yes	yes ¹⁸	no ¹⁹	no	yes	no	no	yes
Separated Under Other Than Honorable Conditions ¹⁶	yes ²⁰	yes ²⁰	yes ²¹	yes	no ¹⁹	no	yes	no	no	no
Placed on TDRL	yes ²²	yes ²²	yes ²²	yes	no ¹⁹	no	yes	no	no	yes
Retired with pay (other than for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay ²³	yes	yes	yes	yes	no ¹⁹	no	yes	no	no	yes
Retired for disability, involuntarily separated (as defined in JFTR, App A), or separated under VSI or SSB program ²³	yes	yes	yes	yes	no ¹⁹	no	yes	no	no	yes

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- 1 This table is a general guide to basic travel and transportation allowances in various PCS situations. Parts B through H of this Chapter prescribe the specific entitlements and must be used to administer travel and transportation entitlements ICW a member's PCS.
- 2 For the time limitation of NTS for PCS orders, see par. U5380.
- 3 Member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
- 4 Member must meet conditions in par. U5502 to be entitled to transportation of a mobile home. Mobile homes allowances are in lieu of HHG transportation except as noted in par. U5330-F.
- 5 Member must meet eligibility criteria in par. U5605 to be entitled to DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is entitled to DLA at the "with dependent" rate (pars. U5605 and U5610). Members without dependents assigned to Government quarters at the new PDS are not entitled to DLA (par. U5605).
- 6 Member must meet eligibility criteria in par. U5705 to be entitled to a TLE allowance. See par. U5710 for maximum periods authorized.
- 7 TLA is only authorized under the conditions specified in par. U9201. See Chapter 9, Part C, for the maximum periods authorized.
- 8 When member requests NTS as an alternative to shipment, NTS must be in the Government's best interest (see par. U5380-C).
- 9 Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
- 10 See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
- 11 Except when member's first PDS is OCONUS.
- 12 Mobile home transportation is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
- 13 Members may combine their HHG weight allowances for shipment purposes (par. U5330-A).
- 14 For moves to/from certain OCONUS areas, members may be limited to shipment of the administrative HHG weight allowance of the senior member (see par. U5315-B).
- 15 See par. U5505-A for information on combining the weight allowances of the two members to compute maximum mobile home entitlement.
- 16 Travel and transportation allowances may be paid not to exceed HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
- 17 Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel) except as authorized by the Service Secretary.
- 18 NTS in connection with separation/retirement from the Service is in addition to shipment.
- 19 Except when member's HOR/PLEAD is OCONUS. A member separated/retired while serving OCONUS is entitled to a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
- 20 See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J; if the last PDS is OCONUS, see par. U5240-D.
- 21 A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is not entitled to HHG shipment.
- 22 A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if retirement orders are subsequently issued, the entitlement is subject to adjustment so as not to exceed entitlement for the distance from the PDS at the time the member received the TDRL orders to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
- 23 Travel and transportation allowances may/may not be paid to the member's HOS (see par. U5130).
- 24 Member must meet the eligibility criteria in par. U5805 to be authorized POV storage.

- (1) transportation in kind (no per diem) by the least expensive transportation mode available, or
- (2) be paid an amount up to the Government's cost of such transportation.

This limitation shall not apply to members in the following categories:

- a. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5130-A1);
- b. retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) (B-160488, February 14, 1967);
- c. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
- d. separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions;
- e. discharged under 10 U.S.C. §1173 for hardship; or

★ **Effective 17 October 18**

- f. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 30 September 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 2001).

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not entitled to travel and transportation allowances. This prohibition does not deny PCS entitlements when the member is transferred on PCS orders in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a continuation of the prior period of service. (see 45 Comp. Gen. 661 (1966)).

C. Discharge from the Service Under Other Than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. found unfit by a physical evaluation board to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130, and
3. ordered to a place to await completion of the disability proceedings for the convenience of the Government,

is entitled to travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the results of the initial physical evaluation board. Upon final disposition of disability proceedings, the member is entitled to travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to travel and transportation allowances to the college.

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY, INVOLUNTARY SEPARATION, OR SEPARATION UNDER THE VSI OR SSB PROGRAM**A. General**

1. Travel to HOS Authorized. A member on active duty is entitled to travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);
- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;

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- ★ e. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 30 September 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 2001); or
- ★ f. separated under the VSI or SSB program from a DoD Service (on/after 5 December 1991 through/ending 30 September 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 2001).

A member may select a home :

- a. any place within the United States;
- b. the HOR outside the United States (see par. U5125-A) or the place outside the United States from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or
- c. any other place. (*NOTE: Allowances paid in this case shall not exceed those payable had the member selected a home at a CONUS location specified by the member.*)

NOTE: *A member with 18 or more years of active service as of 1 November 1981 may select a home any place in the world.*

2. Travel to HOS Not Authorized. A member on active duty is entitled to travel and transportation allowances under par. U5125-A when the member:

- a. is retired without pay;
- b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability or involuntary separation as described in subpar.1, item e; or
- c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay other than as described in subpar.1, items e and f.

duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to dependents' travel and transportation allowances.

E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of the reserve components who is ordered to:

1. active duty (including active duty for training) for less than 20 weeks; or
2. active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not entitled to dependents' travel and transportation allowances in connection with relief from that active duty.

F. Member Serves Less Than Initial Prescribed Period of Service. This subparagraph applies to members separated from the Service or relieved from active duty who have not served at least 90 percent of an initial active duty enlistment of other initial period of active duty otherwise agreed to. A member may be provided dependents' transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Government's cost of the least expensive common carrier transportation that would have been furnished. This subparagraph does not apply to a member who is:

1. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 §U.S.C. (see par. U5230-A1, item a);
2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1, item b);
3. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

4. separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;
5. discharged under 10 U.S.C. §1173 for hardship;
6. discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions; or

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- ★ 7. involuntarily separated (see definition in Appendix A) a DoD Service (on/after 1 October 1990 through/ending 30 September 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 2001).

G. Time Limit. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for entitlement to exist under this subparagraph. When travel before the 181st day would impose a hardship on the separated member, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not entitled to select a home under par. U5130, but who, for the convenience of the Government, is ordered to a place to await the results of the disability proceedings, is entitled to dependents' travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board shall not be contested. Dependents' travel under this subparagraph shall not preclude entitlement to dependents' travel when disability separation orders, or other orders, ultimately are issued. Such entitlement is subject to adjustment upon final disposition of physical disability proceedings so as not to exceed entitlement for the distance from the member's PDS at the time the member received orders to proceed in an awaiting orders status to the point to which the member is entitled incident to release from active duty, etc., less any amount previously paid for dependents' travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to dependents' travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY, INVOLUNTARY SEPARATION, OR SEPARATION UNDER THE VSI OR SSB PROGRAM

A. General

1. Travel to HOS Authorized. A member on active duty is entitled to the dependents' travel and transportation allowances from the last PDS or the place to which they last traveled at Government expense, to the member's HOS (under par. U5130) when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);
- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;

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- ★ e. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 30 September 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 2001); or
- ★ f. separated under the VSI or SSB program (on/after 5 December 1991 through/ending 30 September 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 2001).

A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or C by traveling to the HOS within the time limits specified, and whose dependents travel to a home other than the member's HOS, is entitled to dependents' travel and transportation allowances for travel actually performed up to the entitlement for travel from PDS, or place to which dependents were last transported at Government expense, to the member's HOS. Except as provided in subpar. B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved dependents at Government expense during the current tour of duty, travel and transportation allowances for dependents' travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependents' travel under this subparagraph to the member's HOR or PLEAD outside the United States under par. U5225-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is entitled to dependents' travel and transportation allowances under par. U5225-A when the member:

- a. is retired without pay; or
- b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability or involuntary separation as described in subpar.1, item e; or

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

Shipment may be made between other places. The member is responsible for payment of all transportation costs in excess of transportation from the place of authorized origin to one of the authorized destinations. The member is entitled to storage entitlements as in subpar. B above.

U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY, INVOLUNTARY SEPARATION, OR SEPARATION UNDER THE VSI OR SSB PROGRAM

(See pars. U5130 and U5230 for related member/dependent transportation.)

A. HOS Authorized. A member on active duty is entitled to HHG transportation from the last or any previous PDS, from a designated place in CONUS, from storage, or any combination thereof, to the member's HOS (under par. U5130) when the member is:

1. retired for physical disability or placed on the TDRL (without regard to length of service),
2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, February 14, 1967),
3. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single service break of more than 90 days,
4. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single service break of more than 90 days,

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5. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 30 September 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 2001),
6. separated under the VSI or SSB program (on/after 5 December 1991 through/ending 30 September 2001) from a DoD Service or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 2001).

Except for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (subpars. D, E, and F), HHG must be turned over for transportation within 1 year following termination of active duty. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest entitlement (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is entitled to HHG transportation under par. U5360 when the member:

1. is retired without pay;
2. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability, or involuntary separation as described in subpar. A, item 5; or
3. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay other than as described in subpar. A, items 5 and 6.

C. Storage

1. General. A member or a dependent, entitled to HHG transportation under subpar. A or K, is entitled to NTS. The entitlement begins on the date orders are issued and terminates 1 year from the date of termination of active duty, except as indicated in subpars. D and H.

2. One-Year Period Extended Because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is entitled to NTS under subpar. D.

3. One-Year Period Extended Because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in subpar. A has been extended under subpar. E or F, may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

- a. continued storage is authorized/approved through the Secretarial Process, and
- b. the member agrees to pay all costs for NTS for any period in excess of 1 year from the date of termination of active service, or the longer period authorized by subpar. D, if applicable.

4. Temporary Storage. Temporary storage of a shipment from NTS under subpar. A or K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

- a. necessary because of conditions beyond the control of the member, or dependent (if applicable);
- b. such conditions arise after transportation from NTS; and
- c. authorized/approved in accordance with Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in temporary storage under par. U5375 as part of HHG transportation under subpar. A or K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the date of termination of active duty, is entitled to HHG transportation if transportation to the HOS is authorized (subpar. A) and storage is authorized (subpar. C). Entitlement to HHG

transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or termination of medical treatment, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process.

2. During 1-Year Period After Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following termination of active duty, is entitled to HHG transportation until 1 year after the date of termination of active duty plus a period equal to the period of the member's hospitalization or treatment. An extension of that time limit may be authorized/approved through the Secretarial Process. The member is entitled to NTS until 1 year after date of termination of active duty plus a period equal to the period of hospitalization or treatment occurring within that year. NTS in excess of this total time is at the member's expense. Further extension of the time limit for NTS is not authorized.

E. Member Undergoing Education or Training. A member entitled to HHG transportation under subpar. A who:

1. on the date of termination of active service is undergoing education or training to qualify for acceptable civilian employment, or
2. begins such education or training during the 1-year period following termination of active service, or during the longer period authorized/approved under subpar. D (if applicable),

is entitled to HHG transportation until 1 year after the education or training is completed, or 2 years after the date of termination of active duty, whichever is earlier, and continued NTS provided:

1. such additional period for storage and transportation is authorized/approved through the Secretarial Process, and
2. the member agrees to pay all costs for NTS for any period over 1 year from the date of termination of active service (see subpar. C), or the longer period authorized by subpar. D, if applicable.

A further extension of the time limit for HHG transportation and continued NTS at member's expense but under Government auspices, may be

subparagraph as authority and state the weight allowance prescribed for the member's former grade. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

I. HHG Transportation Incident to Tour Extension.

A member on a tour of less than prescribed tour length at a PDS, who used the HHG transportation entitlement upon assignment to that PDS, is entitled to HHG transportation from the place where HHG are located to that PDS, up to the cost from the old to the new PDS. Entitlement under this subparagraph is limited to situations:

1. of tour extension due to unusual circumstances and needs of the Service, or
2. in which a member didn't transport all HHG to that PDS initially because of the anticipated short time of assignment to that station (B-208861, November 10, 1982).

J. HHG Shipment Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Members-With-Dependents Stationed in CONUS)

1. Transportation Allowance. A member (with dependents) stationed in CONUS who:

- a. is sentenced by a court-martial to:
 - (1) confinement for a period of more than 30 days,
 - (2) receive a dishonorable/bad-conduct discharge, or
 - (3) dismissal from a Uniformed Service, or,
- b. receives an administrative discharge under other than honorable conditions,

★ is entitled to HHG transportation directly related to dependent transportation under par. U5240-J.

2. Transportation Authorization. HHG transportation is authorized by a Service-designated authority who determines:

- a. the authorized destination, and

- b. that a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

3. Transportation Requests. HHG transportation may be requested by:

- a. the member,
- b. the member's spouse, or
- c. another dependent (if the member has no spouse, or the spouse is not available).

4. Transportation Destination. The HHG destination must be a designated place, except that dependents who are foreign nationals may have HHG transported to the country of their origin.

5. Transportation Reimbursement. HHG transportation reimbursement may be paid to:

- a. the member, or
- b. the dependent or ex-spouse (when the member authorizes payment to either of them (B-193430, February 21, 1979)).

6. Transportation Time Limit. Except when additional time is authorized/approved by the Secretarial Process, HHG must be turned over to a transportation officer/transportation carrier within 180 days from the date:

- a. the court-martial is completed, or
- b. of administrative discharge.

7. NTS Exclusions. A member authorized HHG transportation is not entitled to NTS of HHG:

- a. caused by moving out of Government or Government-controlled quarters, or
- b. as an alternative to shipment in subpar. D1 when dependents are returned from overseas (see par. U5240-D2, item h).

K. HHG Transportation Incident to IPCOT. A member stationed OCONUS who's selected to serve an IPCOT is authorized HHG transportation as follows:

1. Unaccompanied to Accompanied Tour

- a. HHG may be moved from a designated place to the current PDS if dependents are command sponsored.
- b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation if the dependents are command sponsored. Entitlement in this case is from the location of HHG to the current PDS, up to the cost from member's old PDS to current PDS.

2. Accompanied to Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation.

L. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in Appendix F may be authorized/approved through the Secretarial Process.

U5372 HHG TRANSPORTATION WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

(See par. U5241 for related dependent transportation.)

A. General. This paragraph prescribes the HHG transportation entitlement of a member on active duty who's officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), and of a member who dies while entitled to basic pay (37 U.S.C. §406(f)). For members who die after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this paragraph only if a reasonable relationship exists between the circumstances of the applicant and the destination to which transportation is requested.

2. Weight. The HHG weight limitations in par. U5310-B do not apply. The HHG weight of members of the Defense Services is subject to the 18,000

pounds (net) weight limitation imposed by 37 U.S.C. §406(b)(1)(D).

3. Time. The HHG transportation entitlement under this paragraph terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process. If the estate of the decedent becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the date of the final court decree.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's dependents (including the member's spouse in the case of a member married to a member), next of kin, or other person entitled to receive custody of the HHG when official notice is received that the member is:

- a. dead,
- b. injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or
- c. absent for a period of more than 29 days in a missing status.

Subject to subpar. B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person entitled to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the entitlement to a final HHG move. Within the time limit established in subpar. B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under subpar. B1. If the dependents take physical possession of the HHG at the interim location, they must agree to bear all costs

PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS**★ U7100 CERTAIN MOBILE UNITS**

A. Entitlement. While away from the PDS, a member on duty with, or under training for:

1. the Air Mobility Command,
2. Marine Corps Transport Squadrons,
3. Fleet Logistics Support Squadrons,
4. Naval Aircraft Ferrying Squadrons, or
5. any other unit determined by the Secretary concerned to be performing duties similar to the duties performed by such command or squadrons,

is entitled to travel and transportation allowances under Chapter 4, without specific travel orders (47 Comp. Gen. 477 (1968)). Chapter 3, Parts C and E apply at locations other than the PDS.

B. Approval. A member's commanding officer, or the designated representative, must approve per diem and transportation claims.

U7105 DUTY ABOARD COMMERCIAL CARRIERS

Members who perform duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are entitled to the allowances prescribed in Chapter 4, Part B or C, as applicable. Mileage is not payable when carriers provide transportation.

U7110 RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES

The Chief of Engineers, Department of the Army, may prescribe the temporary travel allowances within the maximum per diem or AEAs authorized in Chapter 4, Part B or C, consistent with activity requirements, for officers engaged in river and harbor and flood control activities, if meals and/or lodgings are furnished on a floating plant or on shore.

U7115 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOMEPORT

A. Entitlement. Members with dependents are entitled to the following authorized transportation allowances for themselves or their dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

1. Overhaul or Inactivation. If the overhaul or inactivation is at a location other than the homeport, round-trip transportation is authorized between that location and the homeport. If the homeport is changed to the overhaul or inactivation location, round-trip transportation is authorized between the new and old homeport in lieu of PCS travel entitlements for dependents if, for personal reasons (e.g., necessary dependent medical care not available), dependents do not relocate to the new homeport. In either case, the dependents must reside in the vicinity of the original homeport (i.e., within the normal daily commuting area).
2. Construction. If construction is at a location other than the ship's designated future homeport or place dependents reside, round-trip transportation is authorized between the construction location and the future homeport or place dependents reside. A member's dependents must not reside at the construction location.

B. Authorized Transportation Allowances

1. Authorized transportation allowances are:
 - a. transportation in kind or Government procured transportation,
 - b. reimbursement for member or dependent-procured transportation, or
 - c. the automobile mileage rate for the official distance.
2. Government transportation must be used, if practicable. Reimbursement under subpar. B1b is subject to par. U3110 (or subpar. U5203-A, first item 2) for overland travel and subpar. U5116-D (or U5205-B) for transoceanic travel. Mixed mode overland travel reimbursement is as prescribed in subpar. U5105-E. Payments under subpars. B1b and c must not exceed the cost of Government-procured round-trip commercial air transportation for the member between:
 - a. the overhaul or inactivation location and the original homeport under subpar. A1, or
 - b. the construction location and future homeport or location where dependents reside under subpar. A2.

NOTE: See par. U5222-M for dependent travel. If dependents travel instead of the member, the transportation cost for the family is limited to the cost of Government procured commercial round trip travel for the member.

3. If two or more members travel together by POC, only the POC operator is entitled to mileage.
4. Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.

C. Conditions of Entitlement

1. The transportation allowance entitlements under this paragraph accrue on the 31st day (and every 60th day thereafter) after the later of the day the:
 - a. ship enters the overhaul or inactivation port, or
 - b. member is permanently assigned to the ship.
2. A member must be permanently assigned to the ship for more than 30 consecutive days.
3. A member who does not use one or more of the entitlements as accrued, retains all entitlements, but all travel under this paragraph must begin before the ship departs the construction, overhaul or inactivation location.
4. If a member elects dependent transportation allowances for one entitlement, member transportation allowances are not authorized. Each entitlement, however, as it is used is an independent election, and a member may alternate member or dependent travel as desired.

U7120 AERIAL SURVEYS

A member assigned to duties involving aerial surveys of rivers and harbors or governmental projects, other than those pertaining to the Service, and otherwise authorized either through enactments providing for such activities generally or enactments authorizing a particular project, is authorized a per diem or AEA for the entire period a travel status exists at the rates otherwise prescribed for members in a travel status (see Chapter 4, Part B or C, as applicable).

**PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND
RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION****U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION**

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DoD Directive 1327.5, subsection 6.17. (37 U.S.C. §411c). This transportation may not be combined with TDY travel.

B. Eligibility. A member is eligible if assigned to a designated location outside the United States. The number of R&R leaves authorized is:

- a. Standard Tour: One per 12-month period.
- b. Contingency Tour: One per contingency tour.

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix T.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:

- a. a dependent-restricted tour area;
- b. designated for hostile fire or imminent danger pay;
- c. in an area in which entry of members on official or unofficial travel is controlled; and
- d. an area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix T.

3. Alternate Destination. A R&R destination other than the R&R destination listed in Appendix T that a member selects.

4. Location Designation/Redesignation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DoD Services: OASD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Unified Command channels to OASD (MPP). OASD (MPP) must redesignate R&R location/destination designations every two years.

c. Redesignation Requests. DoD Services must send redesignation requests through Unified Command channels to reach OASD (MPP) before the indicated redesignation date.

D. Transportation

1. Uniformed Members only2. Restrictions. A member taking a R&R trip may use:

- a. military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
- b. commercial air transportation if military air transportation is not reasonably available,* and
- c. may not use cruise or tour packages to and from the authorized destination.

* **NOTE:** Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.

3. Procurement. Commercial air transportation must be in accordance with par. U3120.4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between a member’s duty station and the authorized destination as determined in subpar. C2.5. Time Limitation

- a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
- b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

U7305 TRANSPORTATION FOR SR&R ABSENCE

A. Entitlement. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18.) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 U.S.C. §705(b)).

B. Eligible Members. Enlisted members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are entitled to basic pay,
2. have a specialty designated for SR&R purposes,
3. complete a tour of duty at a designated OCONUS PDS,
4. extend that tour for not less than a year, and
5. do not elect a non-transportation option under 10 U.S.C. §705.

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized, and if possible, members must use them. Otherwise, round-trip transportation procured by the member per par. U3120 is authorized with reimbursement for:

1. transoceanic travel and overland air travel under subpar. U5116-D,
2. overland surface travel at actual cost, and
3. travel by POC at actual cost as in subpar. U3305-B.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. (***NOTE: A common carrier, or a conveyance owned by the Government, is never a POC.***) A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JFTR, par. U3415 is a POC.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:
 - a. is self-propelled;
 - b. is licensed to travel on the public highways;
 - c. is designed to carry passengers or HHG; and
 - d. has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same orders.
2. As used in Chapter 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member's dependents.

NOTE 1: In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the member.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

1. reference material;
2. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. communication equipment used by members in association with the MARS (see DODD 4650.2);
5. individually owned or specially issued field clothing and equipment; and

6. an official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society or organization or a U.S. or foreign Government for significant contributions by the member in connection with official duties.

Excluded from PBP&E are:

- a. sports equipment, and
- b. office, household, or shop fixtures or furniture (such as bookcases, study desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.

★ **PROPORTIONAL MEAL RATE.** The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://www.dtic.mil/perdiem/>), rounded to the nearest dollar.

REDUCED PER DIEM. Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

REPEAT TRAVEL ORDERS. See *BLANKET TRAVEL ORDERS*.

RESERVE COMPONENT:

1. The Army National Guard of the United States,
2. the Army Reserve,
3. the Naval Reserve,
4. the Marine Corps Reserve,
5. the Air National Guard of the United States,
6. the Air Force Reserve,
7. the Coast Guard Reserve, and
8. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Secretary concerned or the Secretary's designated representative.

SECRETARY CONCERNED. As defined in 37 U.S.C. §101(5):

1. the Secretary of the Army, with respect to matters concerning the Army;
2. the Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy;
3. the Secretary of the Air Force, with respect to matters concerning the Air Force;
4. the Secretary of Transportation, with respect to matters concerning the Coast Guard when it is not operating as a service in the Navy;
5. the Secretary of Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

6. the Secretary of Health and Human Services, with respect to matters concerning the Public Health Service.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICES. *See UNIFORMED SERVICES.*

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS RATE. The per diem rate prescribed for any CONUS location that is not included in one of the defined localities or areas specified in JFTR/JTR, Appendix D.

STANDARD GOVERNMENT MEAL RATE. See definition of "Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate" for current rates.

SUBSISTENCE EXPENSES. *See PER DIEM ALLOWANCE.*

SUBSISTING OUT. The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. *See TEMPORARY DUTY STATION.*

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified interim housing facilities operated by the services to provide short term housing accommodations, that a cash charge is levied without direct charge against the quarters allowances of the occupants. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. (**NOTE:** *They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.*)

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site www.saipan.com)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES. *Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.* An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States.

NOTE: *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. (**NOTE:** *Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)*)

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.*

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. (**NOTE:** *GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.*)

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDERS). *See Travel Orders.*

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed, or employed (under 5 U.S.C. §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It's also used for individuals serving without pay or at \$1 a year when they're acting in a capacity directly related to, or in connection with, official Government activities. Travel allowances authorized for such persons are the same as those ordinarily authorized for civilian employees in connection with TDY (see JTR).

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

NOTE 1: *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

NOTE 2: *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. **Unlimited Open.** An authorization allowing a member to travel on official business without further authorization for a specified period of time.
2. **Limited Open.** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.
3. **Repeat.** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time.

4. **Trip-by-trip.** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. (**NOTE:** See par. U2200 for more detail.)

UNACCOMPANIED BAGGAGE. See **BAGGAGE, UNACCOMPANIED.**

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

1. under the local command of a uniformed service,
2. with permanent or semi-permanent-type troop shelters and a Government mess, and
3. where there are U.S. Government operations.

NOTE: This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 U.S.C. §205.

APPENDIX A

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GBL	Government Bill of Lading
★ GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey

LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-In Housing Allowance
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
★ PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPGBL	Personal Property Government Bill of Lading
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSB	Special Separation Benefit
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations
U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
VSI	Voluntary Separation Incentive

APPENDIX F

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A member, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year.*

An employee, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year. * This allowance is in addition to the 4,500 pound weight allowance authorized in JTR, par. C8002-A2. In no event shall the weight of HHG stored at Government expense plus the weight of HHG shipped at Government expense, including consumable goods shipments, exceed 18,000 pounds.

**Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event shall the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year*

LOCATIONS		
Afghanistan, Kabul	Gabon, Libreville	Poland, Warsaw
Albania, Tirana	Georgia, Tbilisi	Romania, Bucharest
Algeria, Algiers	Ghana, Accra	Russia, Moscow
Angola, Luanda	Guinea, Conakry	Russia, St. Petersburg
Armenia, Yerevan	Guyana, Georgetown	Rwanda, Kigali (Eff: 22 Jul 98)
Azerbaijan, Baku	India, Calcutta	Serbia-Montenegro, Belgrade
Bangladesh, Dhaka	Indonesia	Sierra Leone, Freetown
Belarus, Minsk	Kazakstan, Alma-Ata	Somalia, Mogadishu
Bolivia, La Paz	Kenya	Sri Lanka, Colombo
Bosnia-Herzegovina	Kyrgyzstan, Bishkek	Sudan, Khartoum
Botswana	Laos	Suriname, Paramaribo
Bulgaria, Sofia	Latvia, Riga	Syria, Damascus
Burkina, Ouagadougou	Liberia, Monrovia	Tajikistan, Dushnanbe
Burma, Rangoon	Lithuania, Vilnius	Tanzania, Dar Es Salaam
Burundi, Bujumbura	Macedonia, Skopje	Togo, Lome
Cambodia, Phnom Penh	Madagascar, Antananarivo	Turkmenistan, Ashkhabad
Cameroon, Yaounde	Malawi, Lilongwe	Uganda, Kampala
Central African Republic, Bangui	Mali, Bamako	Ukraine, Kiev
Chad, N'Djamena	Mauritania, Nouakchott	Uzbekistan, Tashkent
China, Beijing	Moldova (Eff: 4 Mar 98)	Vietnam
★	Mongolia, Ulaanbaatar (Eff: 8 Jul 99)	
China, Shanghai	Mozambique, Maputo	Yemen, Sanaa
Congo, Brazzaville	Nepal, Katmandu	Yugoslavia (See Serbia-Montenegro)
Cote d'Ivoire, Abidjan	Nicaragua, Managua	Zaire, Kinshasa
Cuba, Havana	Niger, Niamey	Zambia, Lusaka
Cyprus, Nicosia	Nigeria, Lagos	Zimbabwe
Djibouti	Norway, Bodo	
Ecuador, Quito	Oman, Muscat	
Estonia, Tallinn	Pakistan, Islamabad	
Ethiopia, Addis Ababa	Pakistan, Quetta	
	Philippines, Manila	

APPENDIX O

Chapter 4 (Test)

Temporary Duty (TDY) Travel Entitlements

T4000 INTRODUCTION

This Chapter describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Chapter covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U4102-L for rules on per diem for military members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4503. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Chapter apply equally to uniformed members and DoD civilian employees. In this Chapter, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Chapter are found in par. T4070. These provisions shall not be supplemented.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement are listed in JFTR/JTR, Appendix A and par. C4651-B2. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in JFTR/JTR, Appendices B and D; or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), and Government and commercial lodging through the CTO or in-house travel arranger. Government transportation is arranged through the transportation office (TO), unless the CTO provides this service. The CTO provides round-the-clock service by a toll free telephone number, and estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.
4. Travelers should only make their own arrangements in unusual circumstances where they cannot communicate with their CTO in time to accomplish the mission. In this situation, travelers should deal directly with transportation companies, hotels, and rental vehicle companies, asking for the Government discount. *If the traveler uses a travel agency that is not under Government contract, reimbursement is not authorized.*

Travelers who purchase transportation services with cash (that is, other than through the CTO or with the Government travel card) must forward the ticket coupon, and/or the receipt for the cost of transporting excess baggage, with the Trip Record for reimbursement. Travelers are to travel by coach class, unless a medical condition or mission timing requires premium class. Transportation should be purchased only from American transportation companies, even if their fares are higher than foreign companies. A traveler who uses premium class or a foreign transportation company must convince the AO of the mission justification for reimbursement. Travelers should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.

6. Travelers shall have use of a Government-sponsored, contractor-issued travel (charge) card. With it, they should only charge expenses incident to official travel (i.e., lodging, transportation, rental cars and meals). Cash (travel advance) is obtained through the ATM withdrawal feature of the card for travel-related expenses that cannot be charged. ATM withdrawal is not an option when a unit charge card is used.

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.

9. Frequent traveler benefits received for transportation paid for by the Government belong to the Government and cannot be used for personal travel. They can be used for official travel and for upgrades (but not to first class air) if the AO authorizes the upgrade.

10. Travelers are treated as honest, responsible customers as long as they follow the rules in this regulation. JFTR, par. U2505, and JTR, par. C4352, apply when a fraudulent claim is submitted.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. *If a certain mode is directed and another mode is used, reimbursement is not authorized.*

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the

size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When use of a private vehicle is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

- ★ F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.* Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home During Extended Business TDY. The AO may permit round-trip transportation, and per diem en route, for a traveler who routinely travels on business TDY for periods of more than three weeks, to return periodically to the PDS or home for nonworkdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEMENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE Rates for lodging and M&IE vary by location, but should be sufficient for a

comfortable, safe trip. Travelers can also be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. The AO may direct use of adequate available Government quarters on an installation only if the traveler is TDY to that installation. The traveler cannot be directed to use Government quarters during any fiscal year the traveler is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines adequacy of quarters. Only adequate quarters are offered through the reservation system. If use of Government quarters is directed and other lodging is used, reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the lodging cost and the M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). The CTO must put these rates on the Trip Record. Under special or unusual circumstances a uniformed traveler may require more than 300% for lodging OCONUS. These rates may be authorized *only in advance* by PDTATAC or Secretary concerned for only uniformed members (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts.

(NOTE: The maximum amount allowed for lodging in CONUS (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes for lodging in CONUS are a separately reimbursable travel expense. The maximum amount allowed for lodging OCONUS (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Lodging taxes for lodging OCONUS are not separately reimbursable.)

d. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

e. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

★ b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in subpar. c below.

★ c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry, incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

(NOTE: The cost incurred during TDY travel (not after returning to PDS) for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense for civilian employees in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY lodging in CONUS. The cost incurred during TDY travel (not after returning to PDS) for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as a reimbursement expense within the AEA authorized/approved for travel OCONUS.)

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander, not the AO, decides if use of Government quarters is directed (par. T4040-A1b) and if one of the two M&IE rates based on Government mess availability is appropriate.

★ 2. In some situations, the Service Secretary may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

★ 3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

★ C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (par. T4040-A4) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental

expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. Lodging is provided and most members pay the food cost without operating expense; civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable. Most members pay the food cost without operating expense and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the IE.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS**SUBSIST ASHORE**

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate ¹ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate ²
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL³

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian Pays for Meals

¹Full Meal Rate = Food costs plus operating expenses.²Discount Meal Rate = Food costs only.³Members/employees deployed who are ordered to subsist ashore -- see "Subsist Ashore" (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

★ 2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed travelers spend more than the cost of normal meal arrangements for travel outside the PDS limits.

★ E. Miscellaneous Expenses. Travelers are entitled to reimbursement for necessary travel-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

NOTE: *Taxes for OCONUS lodging are part of per diem/AEA and are not separately reimbursable;*

6. fees for:

- a. currency conversion; (**NOTE:** *Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));*
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does **not** include cashing checks/drafts **for salary**); and
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees;
 9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel. (this **does not include travel expenses** incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs;
 10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
 11. tips for taxis and limousines;
 12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
 13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fare to and from the terminal (see JFTR, par. U3320; and JTR, par. C4652-B);
 14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
 15. **MEMBERS/EMPLOYEES**: tips for handling **Government property at terminals and hotels**;
 16. **UNIFORMED MEMBERS ONLY**: customary tips for handling **any baggage** at transportation terminals; and
 17. **CIVILIAN EMPLOYEES ONLY**: costs for personal laundry, dry cleaning and pressing of clothing while TDY (**not after returning to/arriving at PDS**); only when CONUS TDY/PCS lodging is at least 4 consecutive nights; and
- NOTE: FOR MEMBERS, the cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense, and is not an incidental expense within CONUS per diem rates. These costs are included as an incidental expense within OCONUS per diem rates.**
18. similar travel related expenses (i.e., Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)

★ F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There's no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-A4a for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits.
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized.
7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 20 or more weeks because of unusual or emergency circumstances or exigencies of the Service, per diem entitlement is determined under business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation entitlement under par. T4030.

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL*

ACTIVE DUTY WITH PAY¹

SITUATION²	TRANSPORTATION^{3 4}	PER DIEM
Annual training duty ⁵	T4030 applies	not authorized if Gov't qtrs ⁶ & mess available ⁷ ; otherwise T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no/limited reimbursement (T4040-C). If not, may be authorized reimbursement under T4030	not authorized if Gov't qtrs & mess available
Member commutes or AO determines member can commute	T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits	not authorized - payment may be authorized under T4040-C if required to remain overnight at place of duty outside home's town/city limits
Active duty for less than 20 weeks at one location	T4030 applies	T4040 applies
Active duty for other than training, required by unusual or emergency circumstances or exigencies of Service, for 20 or more weeks	T4030 applies	T4040 applies

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under T4040-C (as for personnel traveling together with no/limited reimbursement) or T4030-E (reimbursement on mileage basis) none for Standby Reserve	not authorized ⁸

¹ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

² Except as noted in par. U2146.

³ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

⁴ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

⁵ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

⁶ Temporary lodging facilities are not Government quarters for purposes of this table.

⁷ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

⁸ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY^{1 2 3}

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home not authorized	<ol style="list-style-type: none"> 1. May be authorized reimbursement under T4040-A4a 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. 	not authorized
Travel from home/assigned unit to TDY Station	T4030 applies limited to travel cost from the assigned unit	T4040 applies
Travel from a location other than home/assigned unit to TDY Station	T4030 applies limited to travel cost from the assigned unit	T4040 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit	not authorized
Standby Reserves voluntarily performing without pay	not authorized	not authorized

**Table is for informational purposes only. Entitlements are prescribed in par. T4045.*

Table 2. TDY Entitlements for Reserve Component Personnel

¹ For travel allowance purposes, the assigned unit is the designated post of duty.

² TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.

³ Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It's the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also shall reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.
4. Getting the Travel Packet. The CTO shall give the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. Travelers should guard tickets carefully. *If they are lost or stolen, the traveler shall have to buy replacements and shall not be reimbursed until the Government is refunded by the transportation company for the unused tickets.* Also, travelers must return unused transportation tickets to the CTO.
5. Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling. The CTO shall charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO shall update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler shall not have to write a check to the travel card company for official expenses charged.

2. Getting it Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO shall have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

- a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it's essential to mission success.
- b. Options on use of contract flights. The CTO shall use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:
 - (1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;
 - (2) The contract carrier's flight schedule does not operate during normal working hours;
 - (3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;
 - (4) Rail service is available, cost effective, and consistent with mission requirements;
 - (5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program

c. Authorizing Accommodations Above Coach Class. When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

- (1) Available coach class accommodations shall not allow timely mission completion;
- (2) A traveler's documented medical condition requires use of premium class accommodations;
- (3) Security or exceptional circumstances make use essential to accomplish the mission;
- (4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
- (5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or
- (6) The origin or destination is OCONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.* (When premium class is authorized for this reason, the AO shall not authorize a rest stop en route or a rest period upon arrival at the duty site.)

soon after arrival without a rest period. (When premium class is authorized for this reason, the AO is not to authorize a rest stop en route or a rest period upon arrival at the duty site.)

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

- (1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class; or
- (3) Exceptional security circumstances exist.

d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- (2) Use of a U.S. flag carrier would require the traveler to wait six hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
- (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time
- (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
- (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
- (7) Transportation on a foreign carrier is fully paid by a foreign government, international agency or other organization; see DoD 5105.38M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it's consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home During Extended Business TDY. AOs may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses. The AO must determine that the costs of this periodic return travel are outweighed by the savings. The length and purpose of the TDY assignments, the distance of the return travel, increased member or employee efficiency and productivity, and reduced costs of recruitment and retention are to be considered. An analysis must be conducted at least every other year. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family as official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review their traveler's expense report as soon after receiving it as possible. AOs are to examine the amounts claimed, all receipts for

lodging, receipts for amounts claimed of \$75 or more, or a signed statement why a receipt is not attached. The AO's signature on the expense report indicates the travel was taken, the required receipts were reviewed, the charges seem reasonable, it serves as certification that phone calls authorized for reimbursement are considered in the Government's best interest, and it is the approval for payment of the authorized expenses, subject to random selection and examination of the expense report and required receipts by the paying office.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H. and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. Lower per diem rates can only be established *before* travel begins.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

★ 11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 or less days at any one location, unless an extension is approved by the Service or Agency Headquarters, or the Commanders/Deputy

Commanders of a Unified or Specified Command. See JFTR/JTR, Introductions for the Service points of contact. *Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days (20 weeks) duration is a PCS for military members (except as noted in JFTR, pars. U1036 or U2145).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited relocation allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Chapter with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (**NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.**)

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Military Community, Heidelberg/Mannheim, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers Waterways Experiment Station, Vicksburg, MS	May 1, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Pending [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower	June 20, 1996
	Discontinued	March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI	June 20, 1996
	Discontinued	March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Pending [1]
	Marine Corps Air Station, New River, NC	Pending [1]
	Marine Corps Air Station, Cherry Point, NC	Pending [1]
	Marine Forces Reserve, New Orleans, LA	Pending [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Pending [1]
	Marine Corps Recruit Depot, Parris Island, SC	Pending [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Pending [1]
	Sixth Marine Corps District, Atlanta, GA	Pending [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997

DoD Component	Organization/Location	Effective Date
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO Discontinued	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Imagery & Mapping Agency (NIMA)	Multiple locations - all NIMA components	May 1, 1996
★ National Security Agency (NSA) [2]	Fort Meade, Maryland	March 1, 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installation, or working to correct network problems.

★ [2] This includes TDY travel by, on the behalf of, and/or processed by the NSA.

